

DATE: January 9, 2009

TO: To Schools Who Have Elected Not To Use Iowa Choices

FROM: Roger Utman, Ph.D., Administrator  
Division of Community Colleges and Workforce Preparation

Kevin Fangman, Administrator  
Division of Early Childhood, Elementary, and Secondary Education

SUBJECT: **Process for Schools Not Using Iowa Choices to Submit Required Data Elements**

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This memo is intended for schools that are not using products of Iowa Choices to meet Senate File 2216 requirements for student plans for the current eighth grade students. Those Iowa schools and districts not using the state-endorsed career information and decision-making system, Iowa Choices, will need to provide data electronically to the Iowa Department of Education (DE) via the attached Excel spreadsheet file. This file will also be available next week on the DE website, to download for the reporting process (<http://www.iowa.gov/educate/>).

Iowa schools and districts that are utilizing Iowa Choices products (Choices Explorer and Choices Planner) will automatically have the students' required data reported to the state. No additional reporting to the Iowa Department of Education is necessary.

The data elements are the following:

- ☐ Iowa Department of Education District and School Number
- ☐ Student State Identification Number
- ☐ Student has an electronic portfolio. (yes/no)
- ☐ Student has completed an interest inventory/ assessment with saved careers. (yes/no)
- ☐ Student has completed a career cluster inventory/assessment with saved clusters (one of the 16 Career Clusters).
- ☐ Student has completed a course plan built on career interests. (yes/no)
- ☐ Student has had parent approval of the summary of assessments and career plan for grades 9-12 or more. (yes/no)

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The responsibility for this report is at the school district where the student is enrolled.  
**The spreadsheet may be submitted after May 1, 2009, with completion before the end of the FY09 school year.**

For more information, contact Linda Berg, Educational Program Consultant for Career Information and Resources at [linda.berg@iowa.gov](mailto:linda.berg@iowa.gov) or 515.242.5032. Thank you.

Attachments

cc: Linda Berg  
Community College Presidents  
Tech Prep Coordinators